

**Volume**

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**Affiliates User Guide**

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**Defense Media Center**

# User Guide

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# Description:

The Affiliates system consists of a few screens that provide the user with the ability to edit affiliate information.

The major tasks are;

- Register a new user.
- Login an existing user.
- Add a new affiliate.
- Edit an existing affiliate.
- Add affiliate locations.
- Edit existing affiliate locations.

# Functionality:

The user then runs the Affiliates web site, which has a user interface that appears similar to the following;



The screenshot shows a web browser window with the title "Affiliates". On the left side, there is a vertical menu with three links: "Login", "Register", and "Password Recovery". The main content area has a header "Admin Site:" followed by a "US DEPARTMENT OF DEFENSE WARNING STATEMENT". The statement text reads: "This is a Department of Defense computer system. This computer system, including all related equipment, networks and network devices (specifically including Internet access), are provided only for authorized U. S. Government use. DOD computer systems may be monitored for all lawful purposes, to ensure that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability and operational security. Monitoring includes active attacks by authorized DOD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed on or sent over this system may be monitored. Use of this DOD computer system, authorized or unauthorized, constitutes consent to monitoring of this system. Unauthorized use may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal or adverse action. Use of this system constitutes consent to monitoring for these purposes." Below the statement is a "Log In" section with fields for "Email:" and "Password:", a checkbox for "Remember me next time.", and a "Log In" button. At the bottom left, there is a copyright notice: "© 2007 Copyright - DMC".

## Login Screen

Type in your email address and password you used when registering.

- If you do not have an account setup, click on the Register link on the upper-left menu.
- If you have forgotten your password, click on the Password Recovery link on the upper-left menu.

# Affiliates

[Login](#)[Register](#)[Password Recovery](#)

## > Register

### Request an Account

Accounts will be activated pending the approval of the Administrator.

#### Login Information

E-mail: \*

Confirm E-mail: \*

Password: \*

Confirm Password: \*

Security Question: \*

Security Answer: \*

#### Registration Information

First Name: \*

Last Name: \*

Rank:

Position: \*

Website (URL):

Commercial Phone:

DSN Phone:

Station Affiliate Location: \*

Reason for request:

Create User

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## Register

To request an Affiliates account you will need to fill out the registration screen. All fields marked with a red star are required.

- The Email address field format is [user@company.com](#)
- The Password must be a strong password, and requires a CAPITAL letter, a number (0-9), and a symbol such as ! or @.
- The Website (URL) field format is [http://www.company.com](#)

Affiliates

Login  
Register  
Password Recovery

> Password Recovery

Forgot Your Password?

Enter your email address to receive your password.  
Email:

Submit

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### Password Recovery

If you have forgotten your password, you will need to enter your Email address you used when you registered and click on submit.

Affiliates

Login  
Register  
Password Recovery

> Password Recovery

Identity Confirmation

Answer the following question to receive your password.  
Email: femar@dodmedia.osd.mil  
Question: gctn  
Answer:

Submit

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### Password Recovery – Identity Confirmation

Your Secret Question will be displayed and you must answer it correctly. If you cannot remember your answer, you will need to contact the administrator to reset your password.

Affiliates

Login
Register
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Locations

> Affiliate

Affiliate List
daniel@dhillon.com
Logout

	Affiliate Name	Email	Broadcast Type	Enabled	Submission Date
Select	HEIDELBERG	matt.howard@afn.heidelberg.army.mil	TV	<input checked="" type="checkbox"/>	3/29/2007 3:16:51 PM
Select	LIVORNO	afnpublicity@afn.livorno.army.mil	TV	<input checked="" type="checkbox"/>	11/30/2006 5:43:15 PM
Select	NAPLES	fernar@dodmedia.osd.mil	TV	<input checked="" type="checkbox"/>	11/30/2006 5:44:13 PM
Select	LA MADDALENA	scott.curtis@afn.lamaddalena.army.mil	TV	<input checked="" type="checkbox"/>	11/30/2006 5:42:27 PM
Select	GUANTANAMO BAY	gitmo@mediacen.navy.mil	TV	<input checked="" type="checkbox"/>	11/30/2006 5:39:14 PM
Select	AVIANO	zfm@aviano.af.mil	TV	<input checked="" type="checkbox"/>	4/1/2007 11:54:53 AM

Add New

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### Affiliate List

The affiliate list will show all the affiliates that you have access to. If you want to add a new affiliate, click on the Add New button. To modify an affiliate's information, simply click on the Select link preceding the affiliate's name.

Affiliates

Login
Register
Password Recovery
Change Password
Affiliate
Locations

### Affiliate - Add/Edit

Broadcast Type: ☒ TV ☐ Radio

Enabled: ☒ Yes ☐ No

Affiliate Name:

URL:

E-mail:

Phone:

Description:

Font
Style

WHO WE ARE?

AFN Tokyo serves as the source of community information for the U.S. Pacific Command, Yokota AI Japan and the Kanto Plain. AFN Tokyo is both a regional and local radio and television station and is operated by professional military broadcasters. AFN Tokyo constantly keeps our community updated with what's going on where the community lives and works, as well as what's happening in the USA and the world. AFN Tokyo is owned and operated by the Air Force Broadcasting Service, a directorat of the Air Force News Agency at Lackland AFB, Texas. AFN Tokyo gets its radio and TV programmi via satellite from the American Forces Radio and Television Service (AFRTS) Broadcast Center in Lo Angeles, California. "Eagle 810" broadcasts radio 24 hours a day via a 50-thousand watt transmitter 810 AM. Additionally, nine audio services are available from AFRTS on Yokota Air Base's cable

Design
HTML

Update
Cancel

☒ Affiliate Locations
(Show Locations...)

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### Affiliate Edit Screen

When you click on the Select link on the Affiliate List screen, you will be shown a full edit screen. You can modify all of the information from this screen. Once you have finished modifying the information, click on the Update link that is just above the Affiliate Locations text.

- The URL field format is <http://www.company.com>
- The E-mail address field format is [user@company.com](mailto:user@company.com)
- The Description field does not allow any custom styles or scripts.

If you want to modify the Locations and/or Channels/Stations, click on the chevron at the bottom of the screen next to Affiliate Locations.

 **Affiliate Locations** (Hide Locations...)

	Country	Location
<a href="#">Select</a> <a href="#">Delete</a>	Germany	Heidelberg

[Add New](#)

**Affiliate Edit - Affiliate Locations**

If the Affiliate that you are editing does not have a location assigned to it, you will need to click on the Add New button just below the Affiliate Locations grid, otherwise you will need to click on the Select link to modify the Channels or Stations.

**Affiliate TV Channels**

	Order Num	Number	Power	Name	Housing	Enabled	Submitted On Date
<a href="#">Update</a> <a href="#">Cancel</a>	1	26	Cable	AFN Prime Atlantic	Campbell Barracks	<input checked="" type="checkbox"/>	04/02/2007
<a href="#">Select</a>	2	26	Cable	AFN Prime Atlantic	Community Support Center	<input type="checkbox"/>	04/02/2007
<a href="#">Select</a>	3	60-61	Cable	AFN Prime Atlantic	Hammonds Barracks	<input type="checkbox"/>	04/02/2007
<a href="#">Select</a>	4	26	Cable	AFN Prime Atlantic	Hospital	<input type="checkbox"/>	04/02/2007

[Add New](#)

**Affiliate Edit – TV Channels**

If you want to add a new channel, click on the Add New button below the TV Channels grid. If you want to edit an existing channel, simply click on the Select link for whichever channel you want to edit, modify the fields and click the Update link.

**Affiliate Radio Stations**

	Order Num	AM Frequency	FM Frequency	Power	Name	Enabled	Submitted On Date
<a href="#">Update</a> <a href="#">Cancel</a>	1			Cable		<input checked="" type="checkbox"/>	04/02/2007
<a href="#">Select</a>	2			Cable	Community Bulletin Board	<input checked="" type="checkbox"/>	04/02/2007
<a href="#">Select</a>	3			Cable	AFN Radio and GTMO Weather	<input type="checkbox"/>	04/02/2007
<a href="#">Select</a>	4			Cable	AFN spectrum	<input checked="" type="checkbox"/>	04/02/2007
<a href="#">Select</a>	5			Cable	AFN news	<input checked="" type="checkbox"/>	04/02/2007
<a href="#">Select</a>	6			Cable	Pentagon Channel	<input checked="" type="checkbox"/>	04/02/2007
<a href="#">Select</a>	7			Cable	AFN sports	<input type="checkbox"/>	04/02/2007

[Add New](#)

**Affiliate Edit – Radio Stations**

If you want to add a new station, click on the Add New button below the Radio Stations grid. If you want to edit an existing station, simply click on the Select link for whichever station you want to edit, modify the fields and click the Update link.

Affiliates

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Affiliate  
Locations

### Affiliate - Add/Edit

BIOSGIE Type: ☒ TV ☐ Radio

Enabled: ☒ Yes ☐ No

Affiliate Name:  \*

URL:

Email:  \*

Phone:

Description:

Font
Scale

Design
HTML

1/9/2007

Insert Cancel

☒ Affiliate Locations: (Show Locations...)

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### New Affiliate Screen

When you click on the Add New button on the Affiliate List screen, you will be shown a full edit screen. Once you have finished adding the information, click on the Insert link that is just above the Affiliate Locations text. All fields marked with a **red** star are required.

- The URL field format is <http://www.company.com>
- The E-mail address field format is [user@company.com](mailto:user@company.com)
- The Description field does not allow any custom styles or scripts.

If you want to modify the Locations and/or Channels/Stations, click on the Insert link to add the affiliate to the database.

Affiliates

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[Register](#)  
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[Locations](#)

> Locations

Affiliate Locations - Add/Edit

Countries

	Country	Enabled
<a href="#">Edit</a> <a href="#">Select</a>	Cuba	<input type="checkbox"/>
<a href="#">Edit</a> <a href="#">Select</a>	Germany	<input type="checkbox"/>
<a href="#">Edit</a> <a href="#">Select</a>	Honduras	<input type="checkbox"/>
<a href="#">Edit</a> <a href="#">Select</a>	Ireland	<input type="checkbox"/>
<a href="#">Edit</a> <a href="#">Select</a>	Italy	<input type="checkbox"/>
<a href="#">Edit</a> <a href="#">Select</a>	Japan	<input type="checkbox"/>
<a href="#">Edit</a> <a href="#">Select</a>	Puerto Rico	<input type="checkbox"/>
<a href="#">Edit</a> <a href="#">Select</a>	South Korea	<input type="checkbox"/>
<a href="#">Edit</a> <a href="#">Select</a>	Spain	<input type="checkbox"/>
<a href="#">Edit</a> <a href="#">Select</a>	Turkey	<input type="checkbox"/>

Show pages: 1 2 (Total Records: 27)
Records Per Page: 10

Add New

Locations

	Location	Enabled
<a href="#">Edit</a>	Guantanamo Bay	<input type="checkbox"/>

Add New

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### Locations

If you need to add a new country, simply click on the Add New button located beneath the Countries grid. To edit an existing country, simply click on the Edit link for the country in question, modify the fields and click Update.

If you want to add a new location to an existing country, simply click on the Select link on the country you want to add a location to, and click on the Add New button located beneath the Locations grid. To edit an existing location, simply click on the Edit link for the location in question, edit the fields and click Update.

# How To Launch The Application:

To launch the Affiliates application, simply open your web browser and point it to <http://>.

# Affiliate Web Admin:

The members of the group the AffiliateWebAdmin and Affiliate Relations email groups will receive an email whenever any email is sent out from the website.